

11 The State License Waiver (SLW) Approval Process

CCQAS 2.8 provides an automated workflow function designed to support the review and approval of Medical Corps members' requests for administrative waiver of licensure for specific states.

11.1 Initiating the SLW Process

The waiver process is initiated when waiver-eligible providers submit their applications for privileges.

In order for the waiver to appear on the screen, the provider must have an active state license in one of the six license waiver states (CO, FL, KS, MA, OR, & PA) and no license (active or otherwise) in any of the non-waiver states. If the provider has two active licenses, both in waiver states, the waiver form will be presented.

When a provider meets the eligibility requirements for a waiver, the "Request for Administrative Waiver of Licensure" will be displayed when the provider opens the "E-Signature section" of the application (Exhibit 11.1-1).

The screenshot displays the CCQAS web application interface. The browser address bar shows "https://ccqasval28.csd.disa.mil - CCQAS Version 2.8 - Centralized Credentials Quality Assurance - Microsoft Internet Explorer". The page header includes the CCQAS logo and the tagline "A Worldwide Credentialing, Risk Management, and Adverse Actions System Supporting Medical Personnel Readiness". The user is logged in as a "Provider".

The main content area is titled "Request for Waiver of Administrative License Requirements". It contains two sections: "State License" and "Waiver".

State License Section:

- First Name: TIM
- Last Name: FLYER
- SSN: 010000010
- Rank/Grade: Lieutenant Colonel
- Branch Name: Air Force (USAF)
- Reporting Facility: AM0JFQCL 0097 MEDICAL GROUP @
- State of Licensure: PA
- License Number: 1
- Issue Date:
- Expiration Date:
- License Remarks: (text area)

Waiver Section:

I am applying for a waiver of the following administrative licensure requirement. I understand that these have already been considered by the Assistant Secretary of Defense for Health Affairs (ASDHA) and are eligible for waiver if requested. Upon renewal of this license, I must submit another request for waiver. I also understand that if I currently have another license that could meet the new licensure requirement by paying renewal fees, then I am not eligible for any of these waivers:

- ☐ Florida: Malpractice Insurance and Neurological Injury Compensation Association(NICA) = risk pool
- ☐ Kansas: Malpractice Insurance and Healthcare Stabilization Fund(risk pool)
- ☐ Massachusetts: Malpractice Insurance
- ☐ Oregon: Actual practice within the state
- ☐ Pennsylvania: Malpractice Insurance and Medical Professional Liability Catastrophe Loss Fund (CAT Fund) = risk pool
- ☐ Colorado: Malpractice Insurance

Comments: (text area)

Buttons: Accept, Decline

Exhibit 11.1-1. Physician Request Form for State License Waiver

The provider may either accept or decline the waiver. Acceptance of the waiver initiates the workflow for the SLW process. The designated State License Waiver Endorser for the facility or unit will receive an email notification and a new task in their work list.

11.2 Reviewing and Approving a Request for a State License Waiver

Once the provider e-signs and submits his application, the system will send an e-mail to the State License Waiver Endorser notifying him that he has a new task in CCQAS. The new work list item will appear as “Task = *State License Waiver Requested*” (Exhibit 11.2-1). Only users with State License Waiver Endorser permissions will receive this work list item. The application may be viewed from their work list by selecting “Open” from the hidden menu, or double-clicking anywhere on the record line.

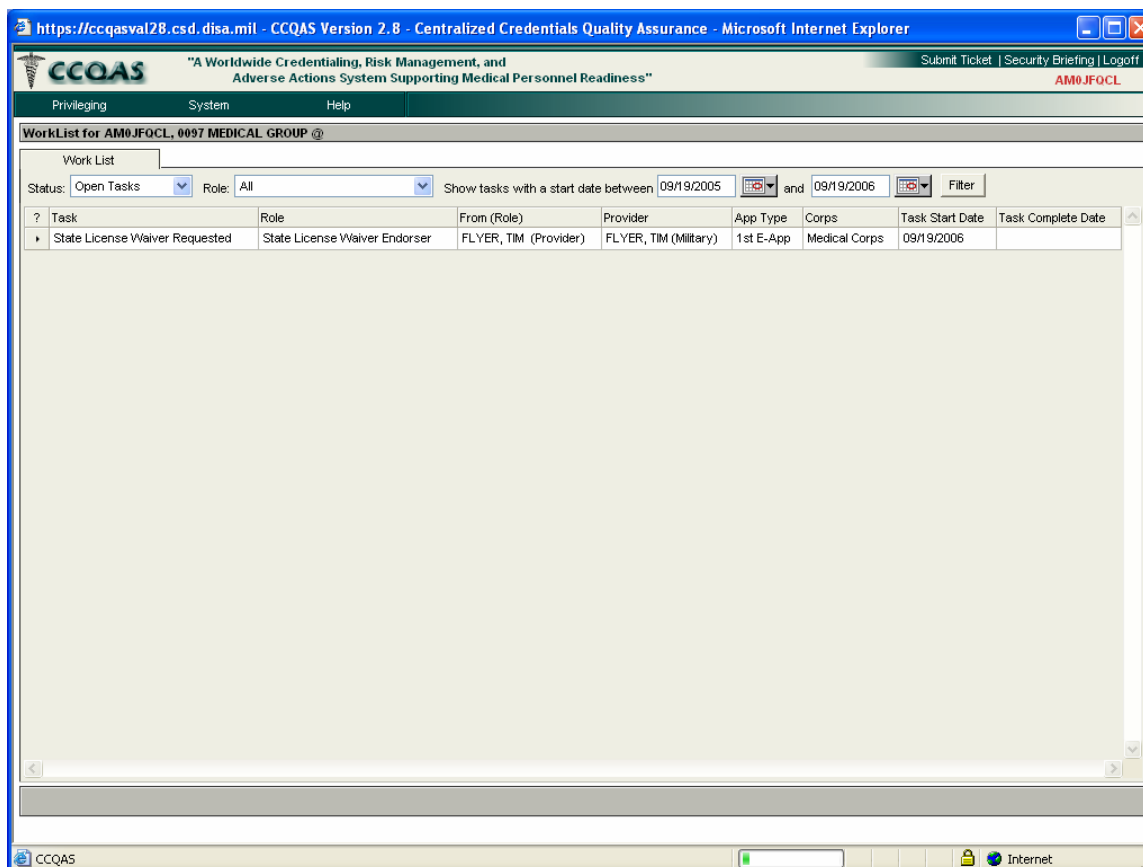


Exhibit 11.2-1. SLW Endorser Work List Item – State License Waiver Requested

The “Request for Administrative Waiver of Licensure” submitted by the provider will be displayed (Exhibit 11.2-2).

https://ccqasval28.csd.disa.mil - CCQAS Version 2.8 - Centralized Credentials Quality Assurance - Microsoft Internet Explorer

CCQAS "A Worldwide Credentialing, Risk Management, and Adverse Actions System Supporting Medical Personnel Readiness"

Submit Ticket | Security Briefing | Logoff

AM0JFQCL

Privileging System Help

Request for Waiver of Administrative License Requirements

State of Licensure: PA License Number: 1

Issue Date: Expiration Date:

License Remarks:

Waiver

I am applying for a waiver of the following administrative licensure requirement. I understand that these have already been considered by the Assistant Secretary of Defense for Health Affairs (ASD/HA) and are eligible for waiver if requested. Upon renewal of this license, I must submit another request for waiver. I also understand that if I currently have another license that could meet the new licensure requirement by paying renewal fees, then I am not eligible for any of these waivers.

☐ **Florida:** Malpractice Insurance and Neurological Injury Compensation Association (NICA) = risk pool

☐ **Kansas:** Malpractice Insurance and Healthcare Stabilization Fund (risk pool)

☐ **Massachusetts:** Malpractice Insurance

☐ **Oregon:** Actual practice within the state

☒ **Pennsylvania:** Malpractice Insurance and Medical Professional Liability Catastrophe Loss Fund (CAT Fund) = risk pool

☐ **Colorado:** Malpractice Insurance

Comments:

// E-Signed //

Signature of Applicant **Date**

TIM FLYER 19 Sep 06

Air Force (USAF)

Lieutenant Colonel

View Waiver Approve Cancel

Exhibit 11.2-2. Request for Administrative Waiver of Licensure Form

After reviewing the provider's request, the SLW Endorser may take one of several actions:

- **<View Waiver>** will generate the complete waiver form (Exhibit 11.2-3). The system will pre-populate the form with pertinent information imported from the provider's privilege application, and will date stamp the waiver request form, reflecting the date when the provider accepted the waiver and e-signed the privilege application
- **<Approve>** will endorse the waiver and close the work list item
- **<Cancel>** will close the form, which may be reopened at a later time to conduct the review

APPLICATION FOR REQUEST FOR WAIVER OF ADMINISTRATIVE LICENSE REQUIREMENTS

Name (Last, First, MI) PROVIDER71, PROVIDER71, Rank Captain, SSN, Department/Service Army (USA) Active Duty, MTF/Base Assigned WQ1AA MADIGAN ARMY MED CTR, Major Command

INSTRUCTIONS: Check ONE of the following paragraphs to identify your request:

A. ☒ I am applying for a waiver of the following administrative licensure requirement (CHECK ONE). I understand that these have already been considered by the Assistant Secretary of Defense For Health Affairs (ASD(HA)) and are eligible for waiver if requested. Upon renewal of this license, I must submit another request for waiver. I also understand that, if I currently have another license that could meet the new licensure requirement by paying renewal fees, then I am not eligible for any of these waivers:

Florida: Malpractice insurance and Neurological Injury Compensation Association (NICA) = risk pool
 Kansas: Malpractice insurance and Healthcare Stabilization Fund (risk pool)
 Massachusetts: Malpractice insurance
 Oregon: Actual practice within the state
☒ Pennsylvania: Malpractice insurance and Medical Professional Liability Catastrophe Loss Fund (CAT Fund) = risk pool
 Colorado: Malpractice insurance

B. I am licensed in a state that has an administrative requirement that is unusual, substantial, or inharmonious with federal policy not included in the above list. I am submitting a request for waiver of the following licensure requirement (DESCRIBE IN SPACE PROVIDED BELOW and submit supporting documentation). I understand this request will be forwarded to the Office of the Surgeon General for review. If it is determined this request has merit, it will be submitted to the ASD(HA) for consideration. If approved, a waiver will be granted. I understand that I must submit another request for waiver with the renewal of the license.

Signature of Applicant PROVIDER71 PROVIDER71, Date 19 May 06, Army (USA) Active Duty, Captain

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Exhibit 11.2-3. Completed State License Waiver Request Form

The waiver form may be printed directly from CCQAS, saved to the user's hard drive as a Microsoft Word document, or closed to return to the "Request for Administrative Waiver of Licensure" form.

After the SLW Endorser clicks <Approve>, the "Request for Administrative Waiver of Licensure" form will close and the user will be returned to his or her work list. The "Task = *State License Waiver Requested*" is now closed.

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Submit Ticket | Security Briefing | Logout | WQ1AA

WorkList for WQ1AA, MADIGAN ARMY MED CTR

Work List

Status: Open Tasks, Role: All, Show tasks with a start date between 05/19/2005 and 05/19/2006, Filter

Task	Role	From (Role)	Provider	App Type	Corps	Task Start Date	Task Complete Date
No Records Found							

Exhibit 11.2-4. SLW Endorser Work List Item - Closed

Upon logging in as the CC/MSSP/CM, the Task Log (Exhibit 11.2-5) reflects that the SLW Endorser has completed endorsement of the waiver.

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Submit Ticket | Security Briefing | Logout | W001AA

Credentialing Privileging Reports System Help

Provider Application

Provider Name: PROVIDER71 PROVIDER71 Application Status: In Review
 SSN: D00-00-0015 Application Submitted: 05/19/2006
 Branch: Army (USA) Active Duty Application Effective:
 Rank/Grade: Captain Application Expiration:

Task Log Comments

Task	Status	Start Date	Complete Date	Assignee	Role	From (Role)
PSV Complete/Action Required	Open	05/19/2006		PAC29 PAC29	CC/CM/MSSP	PAC29 PAC29 (PSV)
Complete PSV	Closed	05/19/2006	05/19/2006	PAC29 PAC29	PSV	PAC29 PAC29 (CC/CM/MSSP)
Application Ready for Review	Closed	05/19/2006	05/19/2006	PAC29 PAC29	CC/CM/MSSP	PROVIDER71 PROVIDER71 (Provider)
State License Waiver Requested	Closed	05/19/2006	05/19/2006	SLW15 SLW15	State License Waiver Endorser	PROVIDER71 PROVIDER71 (Provider)

Close

Exhibit 11.2-5. CC/MSSP/CM Work List Item – Task Log

11.3 Frequently Asked Questions (FAQ)

FAQ: I am the designated approver of state license waivers. A physician has requested a state license waiver that I do not wish to approve. I do not see any options for denying a state license waiver request. What should I do?

Answer: CCQAS 2.8 is designed to support the forward processing of physicians' requests for state license waivers. Any denial of a provider's request for a waiver should be handled personally, outside the CCQAS system.

FAQ: I am the designated approver of state license waivers. A physician submitted a request for a waiver in error and no longer wishes to request a waiver. Is there any way I can close the active work list item for this provider's waiver request?

Answer: No action is required to delete an active SLW work list item. The work list item will no longer be visible to the user once the date on the work list item falls outside the default date range for viewing work list items.

FAQ: Several of my providers hold state license waivers. Do copies of the waivers need to be electronically attached to the provider's privilege application prior to submitting the application for review?

Answer: The absence of a waiver does not prevent the completion of the privilege application review and approval process. If there are paper waivers that are still in effect, they may be scanned and uploaded into the provider's record so that they can be viewed during the review process. If scanning equipment is unavailable at your facility, however, you have to handle the coordination outside the system.

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